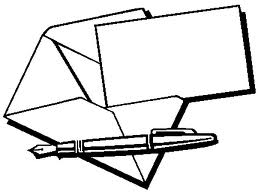
**Directions for Friendly Letter**

Open a New Blank Document.

* **HEADING**

1. Hit the return key four times.
2. Hit the tab key six or seven times.
3. Type your Address (Street number and street name)(Please use School Address).
4. Hit the return key once.
5. Hit the tab key six or seven times until it matches the starting point of the previous lines.
6. Type the name of your city in capital letters.
7. Type a comma after the city's name, leave a space, and type the state using an abbreviation.
8. Type a comma after the state, leave a space, and type the zip code.
9. Hit the return key once.
10. Hit the tab key six or seven times until it matches the starting point of the previous lines.
11. Type today's date.
12. Hit the return key twice.

* **GREETING**

1. Type the greeting (Dear PEN-PAL,) DON’T FORGET THE COMMA AFTER THE NAME OF YOUR PEN PAL).
2. Hit the return key twice.

* **BODY**

1. Hit the tab key once and start typing your letter.
2. Tell your Pen pal that you are writing to invite him/her to a picnic. In the first paragraph tell them why we are inviting them to a picnic. In the second paragraph give details about the picnic.
3. When you are finished, hit the return key twice.
4. Hit the tab key once and write a closing sentence.

(i.e. I look forward to seeing you soon).

* **CLOSING**

1. Hit the return key twice.
2. Hit the tab key six or seven times, until it aligns with the heading on the top, and type the closing.
3. Hit the return key three or four times.
4. Hit the tab key six or seven times until it aligns with the closing.
5. Save your work in the computer folder (Save Here). Call the file "Friendly letter/Your Name."
6. Print it out (use the black and white printer).

* **SIGNATURE**

1. Sign your letter.